

MADISON COUNTY SAFETY MEETING MINUTES

JUNE 25, 2007

On Monday, June 25, 2007, a Safety Committee meeting came to order at 9:30 a.m. with Jim Hart, Jill Steeley, Margie Edsall, Lewis Stahl, Jeff Schlitzkus, Anna Cossel, Roger Staley, David Schulz, Karen Brown, John Gottbreht, Emilia McEwen, Frank Ford, Diane Kaatz, Chris Mumme, and Laurie Buyan present.

Putnam and Associates Presentation: John Gottbreht, Putnam and Associates, Inc., and Anna Cossel, HUB International, provided the Committee with a presentation of Madison County Loss Trends and Observations, from 10-1-2001 to 9-30-2007. Also included was a proposed action plan intended to manage and minimize worker's compensation claims. John discussed fraud investigations and return to work programs as some of the ways to minimize claims.

MACo On-Track Safety Program: Emilia McEwen, MACo Senior Loss Control Specialist, stated that she would work with Madison County to develop an action plan in accordance to the MACo On-Track Safety Program that would coordinate with the services provided by Putnam and Associates and HUB International.

Agent Appointment/Service Agreement: Based on the recommendation of both Anna Cossel, HUB International Insurance, and Emilia McEwen, MACo Senior Loss Control Specialist, Jim Hart moved to accept MACo Workers' Compensation Trust Agent Appointment/Service Agreement – A, between the MACo Workers' Compensation Trust, wherein HUB International is designated as the Agent, and Madison County to develop and implement a loss control/safety action plan for Madison County including specific goals, objectives, and timelines. Margie Edsall seconded the motion. All voted aye and the motion carried.

Safety Concerns: Diane Kaatz, District Court Assistant, stated that the tree on the front steps of the Courthouse which had been cut down was coming back. Roger Staley, Maintenance, stated that he will trim the tree again.

Roger Staley, Maintenance, stated that new shut-offs for the boiler have been installed. One has been installed in the jail area and one out side the door.

David Schulz stated that neighbors have asked about shutting off the outside light at the back door. Roger stated that this has been done and new lights that have been installed are working well.

Chris Mumme, Director of Emergency, stated that in evacuation situations people are to stay in the designated area until they are authorized to leave. Also discussed was crack monitoring in the schoolhouse; emergency access in the Thompson-Hickman Library; and instructions on how to operate fire extinguishers.

Set Date for Next Meeting: The next safety meeting is scheduled for September 21, 2007, at 10:00 AM in the Commissioners Conference Room.

The Meeting was adjourned at 11:00 a.m.
Minutes prepared by Laurie Buyan.